

MEMORANDUM FOR: Record

The attached double spaced paper was discussed on 7 and 8 September 1982 with the DCI, DDCI, and other DD's, by the DDA. Paper was prepared by EO/DDA.

ba

*Registry -
pls file*

16 SEP 1982

Date

CONFIDENTIAL

82-2169

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)**FROM:**A-DD/ODP
2D00 Headquarters bldg**EXTENSION****NO.****DATE**

03 September 1982

25X1

25X1

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA

John,

2.

Attached are several charts that speak to the extraordinary growth in the size of the ODP computer utility. This includes CPU power, on-line storage, display terminals, and number of concurrent VM users. In addition, a short statement on our recent reorganization of Applications and our new central Word Processing group are included. Please call if you need additional data.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

25X1

CONFIDENTIAL

Page Denied

ODP Applications Reorganization

A significant reorganization of the Applications area of ODP went into effect in April 1982. The major thrust of the reorganization is to realign the division-level structure to specifically emphasize the growing importance of quality assurance and the critical role placed on maintenance of ongoing systems. A CAMS Division has been created to emphasize its importance. We now have three separate divisions devoted to Systems Development, Systems Support, and Quality Assurance. The former Training Staff and a new Information Center Staff have been placed together in an Information Center devoted to assisting users in doing more things for themselves.

Word Processing

With the selection of WANG as the vendor to provide a family of word processing equipment for Agency-wide needs, ODP has centralized all word processing related activities in our Engineering Division. By co-locating the responsibility for systems analysis, equipment procurement, site survey, and contracting, we hope to minimize the time required to install word processing equipment to no more than 45 days from the time of request. Current orders for word processing equipment total some million and at present there are 32 requests in process.

25X1

SECRET

DDA 82-0147

19 January 1982

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive DirectorFROM: Harry E. Fitzwater
Deputy Director for AdministrationSUBJECT: Directorate of Administration Focus in 1982 ☐

25X1

1. In accordance with your directions, the following provides major problems faced by the Directorate of Administration that must be addressed in 1982, problems that have been addressed and for which objectives have been established, and opportunities and initiatives for increased effectiveness during 1982:

A. Problems Which Must be Addressed in 1982

25X1

- 2) Inadequate space for an expanding CIA.
- 3) Project SAFE.
 - a. Slippage in schedule.
 - b. Cost increases.
- 4) Lack of Directorate resources to support Agency activities.
 - a. Inadequate ADP programmer resources.
 - b. Shortage of personnel for computer information security.
 - c. Resources for new Agency initiatives for which the DDA has not had the opportunity to program.
 - d. Training resources for operations, language, and conference requirements.
- 5) Security--problem of leaks of classified information.
- 6) Assistance to the Continuity of Government Program, particularly in the areas of training and communications.

SECRET

25X1

~~SECRET~~B. Established Objectives to be Achieved in 1982

- 1) Recapitalization of worldwide communications.
 - a. Initiate 5-year recapitalization plan.
 - b. Organize out-year efforts.
- 2) Complete a strategic plan for the Agency's information handling activities.
- 3) Modernize Finance and Logistics ADP systems.
- 4) Develop a 10-year construction/space plan to provide for Agency needs, including the completion of preliminary phases for the construction of a new building on the compound.
- 5) Ensure that major computer programs such as SAFE and CAMS receive adequate CIA scrutiny and oversight to track scheduling and costs more effectively.
- 6) Reprogram existing support resources to meet changing Agency requirements, particularly in the areas of training, security, and data processing.
- 7) Reconfigure the budget programming procedures in order to ensure that appropriate resources are provided, both funds and positions, in order that the Directorate can render timely, efficient administrative support, on a centralized basis, to new Agency initiatives.
- 8) Develop plan for centralized review process for manuscripts.
- 9) Rebuild the complement of telecommunications specialists and technical personnel through an aggressive recruitment and training program.
- 10) Provide timely and effective support to the Agency's processing of new employees.

C. Opportunities/Initiatives to be Undertaken in 1982 Which Will Increase Effectiveness

- 2) Establish an effective working relationship with GSA and GSI to improve operation and maintenance of the Agency's working environment and cafeteria facilities...

~~SECRET~~

SECRET

- 3) Continue the Directorate CORE program to enhance communications and to ensure the cost-effective utilization of resources.
- 4) Pursue Directorate 5-year planning system which will provide for the close monitoring of near-term Office objectives and the establishment of coordinated plans.

[Redacted]

25X1

2. In the interest of keeping the paper as brief as possible, no details are provided with the above, however, I am prepared to discuss our problems, objectives, and initiatives if you so desire. [Redacted]

25X1

[Redacted]

25X1

Harry E. Fitzwater

EU/ DDA *HW*

82-2150/1

7 September 1982

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Executive Officer to the DDA

SUBJECT: Status of Finance

1. This is a follow-up to my remarks at the Staff Meeting held on Friday, 3 September, regarding the status of the Office of Finance. The following paragraphs recap and expand my comments and add statistics.

2. This Office is affected when Agency operations increase. During FY 1981 and 1982 Agency operations were increased, additional employees were hired, more annuitants were hired, more personnel [redacted] travel was performed, 25X1 more invoices were received and paid, more contrasts of greater dollar value were executed, and there was a constant stream of regulatory changes to pay, retirement and invoice payment systems mandated under Federal law and by Agency policy. All of these things caused Office of Finance workloads to be greater in 1981 than they were in 1980, and greater again in 1982 than they were in 1981. The Agency budget for 1983 again projects increases over 1982 and the same thing is forecast for 1984 over 1983. Continuing legislative changes which are aimed at the entire Government will also continue to impact on the financial systems of our Agency for the foreseeable future.

3. In Fiscal Years 1981 and 1982 the Office of Finance met the challenges of increasing quantities of work without any increases in staff or any significant improvements in automated systems. In fact, during these years a small but growing portion of our work force was devoted to beginning steps toward improving our automated systems through long range systems developments. The negative effects of these increased efforts resulted in a diminution of training off and on the job for finance officers and a serious reduction in our quick response capability which at present is non-existent. We now can take on new tasks only by reducing production on present priorities and we are concerned about a loss of quality in our people and processes. This is really an intolerable situation if the Agency is to maintain its financial and managerial integrity in such things as bill paying, payroll active and retired personnel, protecting against fraud and misuse of funds and providing prompt, secure and effective support [redacted] 25X1

[redacted] 25X1

[redacted] 25X1

SECRET

4. The FY 1984 budget submission of the Office of Finance, including the special support supplemental package will provide enough resources to allow us to meet 1984 Agency requirements as currently stated. Unfortunately, this package will not allow us to meet 1983 Agency requirements as we now see then and still move ahead on automated systems improvements and meet the flood of new legislative requirements that are coming from Congress. We absolutely need to have some of the 1984 resources in 1983 or we must limit or postpone some requirements. We believe that unless similar resources are made available to the Office of Logistics and the Office of Data Processing, their work in support of programs which affect financial systems will also have to be selectively done instead of meeting all valid requirements. Our needs are for people to do present production, people to develop new systems, funds for salaries and benefits, funds for the purchase of additional systems equipment and funds for contract work in new systems development. There is no question about these requirements. The only question is when will they be accomplished.

5. The attached statistics are evidence to support the above statements.



Edward L. Sherman
Director of Finance

Att

25X1

Page Denied